

There were added twenty-six active and three associate members, while three others, who allowed their names to be presented, failed to qualify. It is to be hoped their memberships can be completed next year.

The Chairman wishes to express her appreciation of the fine support accorded her by the Committee members, and by the Secretary-Treasurer, Mr. McDaniel. Our President has assisted us by inducing her assistants to join. One member, Mr. Lawrence H. Schmehl, deserves especial mention as he has signed and delivered eleven members. Other additions are scattered over the country, from the first circuit in the northeast, to the ninth in the southwest, and represent, I am sure, intensive and extensive work by Committee members.

To the new members the Committee extends the hand of fellowship. May they find in the American Association of Law Libraries inspiration, stimulation, relaxation and compensation.

Respectfully submitted,

THE MEMBERSHIP COMMITTEE

Olive C. Lathrop, Chairman

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President Parma: You have heard the report of the Membership Committee. If there is no objection, the report will stand adopted.

The last paper to be read was "Cataloguing and Classification in a Modern Law School Library," by Frederick C. Hicks, Professor of Law and Law Librarian, Yale Law School.

Mr. Hicks: Suppose that you, a law librarian, were asked the question, What is the best plan for cataloguing and classifying a law library, just being organized, which however, will grow by leaps and bounds and become one of the largest in the world?—would you be prepared to answer? Suppose that the library already numbered 100,000 volumes, was growing at the rate of ten thousand volumes a year, was expected in your own time to reach 400,000 volumes, had outgrown its present catalogue and classification scheme, and was in constant use by an active body of professors and students,—would you then know how to proceed? Suppose that this library already contained a large percentage of foreign law books and, in theoretical scope, included the legal literature of the whole world, ancient, medieval and modern. Where in library literature could you turn for precise aid in solving your problem?

The last two of the above suppositions represented virtually the fact in the Yale Law School Library three years ago. Something had to be done without delay. Decisions had to be made, costly in their results, doubly costly if they were erroneous. Meanwhile, the slogan "Business as Usual," was indicated. Recourse was had to library lore and experience, but no plan suitable to the situation was found. Regretfully it was decided that we must study our problem

ab initio, form our own plan both of cataloguing and classification, and learn how to superimpose the new plan upon the old, while the latter was still in use. Add to this, the fact that we were soon to move into a new library building, and you have the picture of our problem.

Such a situation called for recourse to first principles. Elementary questions were asked and answered, for our own purposes, as best we could. The combined answers formed a fundamental code of principles upon which to build a plan. The questions were such as these:—

What are the purposes of card catalogues? Many law libraries have gotten along without them, or with next to none. Why have one?

Answer: To enable both readers and staff to learn (a) whether any book, of which the author or title is known, is possessed by the library, and (b) what materials on a given topic are in the library.

What purposes should a card catalogue not seek to serve?

Answer: It should not attempt to supplant (but should supplement) bibliographies, periodical indexes, digests, encyclopaedias and other indexes and comprehensive works.

What are the purposes of library classification?

Answer: To enable readers and staff easily to find (a) specific books known to be in the library; and (b) groups of books brought together for convenient consultation.

How many kinds of classification schemes is it possible to devise?

Answer: As many kinds as there are criteria of similarity in law books. Chief of these criteria are subject matter, political division and form of issue. The choice of the criteria, which determine the classification, should be made wholly on the basis of convenience. Subject classification is only one of the kinds of classification. It may be used for one class of books, political division classification for another, and form classification for another, in the same library. All bound sets of periodicals, for example, merely because they are issued at stated intervals in a recognized format may make up one broad classification group; or they may be divided into sections, by subjects to which they relate, or they may be divided by country of issue, or by language, or the periodicals on such a topic as international law, may be withdrawn to be put with books on international law. Whichever is done, the sets are being classified by a system, either simple or more or less complex.

What is the relation between card catalogues and classification?

Answer: They are complementary. To be in two places at the same time is a feat equally difficult for books and men. It is impossible, for example, to put one and the same copy of a book both in a general alphabet of treatises, and in a subject group of works on contracts. Without duplication of books you have to choose one of your shelf classification divisions and put your book physically there. But cards representing this book may be duplicated as often as you please, and they may thus, in your catalogue, provide numerous avenues of approach to information about the book.

In a library of 400,000 volumes, what device is essential in order that the catalogue and the classification scheme may complement each other in a practical manner, without dependence on human memory?

Answer: A complete system of call number-classification symbols and book numbers,—must be available so that, if you so desire, each book may have its own distinctive symbol, to be placed also on all cards representing that book.

Having come to the above conclusions, which to most librarians will seem too obvious to warrant question, but which nevertheless are of fundamental importance, the ground was cleared for action. It was decided that the entire library must be recatalogued and classified, and that all new accessions must be handled according to some new plan into which the existing collection would eventually be brought. In other words, a new card catalogue was to be begun, no more cards were to be added to the old catalogue, and as the recataloguing progressed the old catalogue was gradually to disappear. Until that time arrived, there would be two catalogues to consult.

A DICTIONARY CATALOGUE

Then came the question, What kind of a catalogue should the new one be? The old catalogue was in two separate alphabets, an author and title alphabet; and a subject alphabet. Contrary to the practice in most law libraries it was decided that the new catalogue should be of the dictionary type, all cards being in one alphabet, with such modifications of strict alphabeting as are customary in such catalogues. Long experience with a dictionary catalogue in another large law library pointed to this conclusion. To argue all the reasons here and now would be too technical an undertaking. Briefly, however, it may be said that the largest American libraries have dictionary catalogues, and that the public generally, and university students, including those at Yale, are accustomed to them. In the opinion of the writer the dictionary type is simpler to make, raising fewer difficult questions of technique, and is easier to use both for readers and staff. It is as easy to use as is a telephone directory. There is never any serious question about where a card should be placed, nor in which alphabet a reader should look for information about a book or a subject. There is one alphabet, modified it is true as indicated by the guide cards, in which to look. The technique of the dictionary catalogue has been better worked out than that of any other kind, and there are better professional aids to guide one in forming such a catalogue.

This decision hinged also on others which were fundamental. We aim, we said, to have as complete, accurate and technically correct a catalogue of our law library as library science knows how to provide for any library of any kind. We aim, further, to catalogue fully every book in our library whether it be legal or non-legal in character. We will not be limited by any narrow list of subject headings which forces us to squeeze books under topics to which they do not really belong. If a book is worthy, for any reason, to be in our library, it is worthy to be as fully catalogued as if it were in the Library of Congress, and the relation between subject headings, authors, title and added entries, will be worked out as carefully by cross references. We will, in fact, model our catalogue after the *general* catalogue of the Library of Congress, and will so far as they are applicable to our needs, use all of the rules, devices and aids for constructing dictionary catalogues which are there used. Whenever they are obtain-

able, we will use cards printed by the Library of Congress, and will follow its lead whenever possible, thus getting the aid, by example, of a system already worked out.

SUBJECT HEADINGS

So much for the choice of the dictionary form of catalogue. Next, what shall we do about subject headings? The Hupper-Borchard list of subject headings for law libraries was already in use in the library. It is old, and is limited chiefly to Anglo-American law. It gives no help for foreign law, Roman law, international law, and all non-legal material. Our copy already contained as many new subjects, added from necessity, as were printed there. (For our purposes it was out-grown. Continually we turned to the great list of headings for the general collection in the Library of Congress* for help, both as regards legal and non-legal topics. We got most of our new headings there and when we compared the law headings in the Hupper list with those in the general list, often preferred the latter. Thus we reached the decision that the general list should be our list, modified, of course, as we went along, as our judgment dictated.** That list has now been in use by us for six months. We are not looking for a new list of law subject headings. This general list is proving to be as adequate as any ready-made list could be. And we have the advantage of being in conformity with a large proportion of the headings printed on the Library of Congress cards.

NO SEPARATE SERIAL CATALOGUE

Nothing is more irritating to a reader than references on catalogue cards such as the following, "for full record see Serial Catalogue." Where is this Serial Catalogue? Why can't the information be put in the readers' catalogue? I don't want to know that the library has volume 1 plus. I want to know how many volumes you have, and whether the set is down to date. These are natural questions and protests. They are justified in law libraries made up so largely of sets and series. Therefore we decided, first, that it should be the catalogue department's duty to record all bound serial and continuation volumes added to the library, second, that there should be no separate serial catalogue, third, that all such information should be in the public catalogue constantly kept up to date, and fourth that the entries of new serial volumes should be made on ruled cards, with spaces for volume numbers and periods covered by the respective volumes. It should be the duty of a cataloguer to make these entries daily as the bound volumes come in, or completed volumes of periodicals are bound. Only as to current unbound numbers, would it therefore be necessary to seek information away from the public catalogue.

OFFICIAL CATALOGUE AND SHELF LIST

In addition to our dictionary catalogue for the use of readers, it was decided that an official catalogue, although not an absolute necessity, would be a con-

* Subject headings used in the dictionary catalogues of the Library of Congress. Edited by Mary Wilson MacNair. 3d ed. Washington, Government Printing Office, 1928. iv, 1535p.

** For example, we subdivide nearly all subjects by country, while the Library of Congress subdivides only a limited number.

venience. The reasons for this conclusion were the following:—The programme of expansion of the library and its installation in the law building would involve a considerable increase in the cataloguing staff. The cataloguing room would be at a distance from the public catalogue. An official catalogue properly constructed and located in the Cataloguing room would relieve congestion at the public catalogue, and conserve the time and strength of cataloguers. Being wholly a library tool for the exclusive use of the staff, it would contain all sorts of information, useful to the staff, but useless to readers. It would duplicate only the main entries of the public catalogue, would contain notes concerning authors, list sources of information concerning them, and decisions as to the methods of handling sets and series. Eventually, it was estimated, a considerable percentage of the time of the cataloguers would be saved by means of this official catalogue, while the efficiency of the work would be increased. The expense of making and filing these extra cards, it was believed, would in the long run be no greater than the cost of constant staff use of the public catalogue.

In the official catalogue, the cards are arranged alphabetically in dictionary form. The complement of this catalogue and of the public catalogue is the shelf-list in which the cards stand in the same order as do the books upon the shelves. It is necessary, if systematic shelf-reading is to be done, and periodic inventories are to be taken. It is also essential to the operation of any system of classification in which location of books is shown by call numbers. There was no occasion for doubt whether or not we should have a shelf-list. We could not proceed without it.

CLASSIFICATION

Among the questions that we asked ourselves, as stated at the beginning of this paper, were several concerning classification. The answers there given are too general to be of service except as a basis for further questioning. Specifically, we were obliged, at the same time that we made decisions concerning our catalogue, to answer the following questions:

What criteria of similarity should be used as a basis for our classification?

What definite scheme of classification should we use?

What kind of symbols (call numbers) should we use?

Before attempting to answer these questions, we sought for some ready-made scheme of classification which might be adopted *in toto*, thus saving us all of our specific questionings. Sympathetically and with care, the Dewey Decimal system and the Cutter scheme were examined anew, and rejected. Mr. Thomas S. Debagh's recent intelligent scheme, published in the *Law Library Journal* (22:30-41, April, 1929) came nearer to meeting our needs, but involved features which we did not wish to adopt. The Library of Congress was entreated to say when, if ever, its law schedules would be prepared. An effort was made to induce that library to cooperate with the writer in devising a scheme which both libraries might use, but this effort did not meet with success. Reluctantly it was realized that if we were to have a definite scheme to be used as we developed our catalogue, we must make it ourselves, getting such help from the experience of others and of ourselves as we could. We decided, however, for international law, to use the JX class, simplified considerably, of the Library of Congress scheme.

We were therefore face to face with the question, What criteria of similarity should we use in forming our classification?

It was not difficult to decide that certain books would be most usefully grouped if subject criteria were used. These subjects, fifteen or sixteen in all, we set down by names which seemed to us to be in common use. A few examples are the following:—Ancient Law, Bibliography, International Law, Roman Law, Trials.*

The next decision was that the rest of the library should be separated logically, although perhaps not physically, into two groups, first, those books relating to the Common Law, and second, those relating to all other systems. The two divisions are fairly well characterized by the terms, Anglo-American Law, and Foreign Law.

The Common Law was then thought of as being divided into two chief groups, first, books relating to the United States and the British Isles, and second, those relating to the British overseas colonies and dominions, without regard to their geographical location. Books relating to the law of the United States and the British Isles, were to be divided into about twenty classes according to various criteria of similarity. These classes we set down on paper by their common names, of which the following are examples: Attorney-General's Reports, Dictionaries, Periodicals, Reports, Statutes, Treaties.

The books for the overseas British jurisdictions were to be divided into two groups,** the first made up of the Dominions, i.e. Australia, Canada, India, New Zealand, South Africa; and the second, of all of the colonies. These subdivisions were chosen, it will be seen, on the basis of political (not geographical) criteria of similarity.

Having provided for (1) general subject groups, and (2) Anglo-American law books, we now had to deal finally with the third grand division, namely the rest of the legal world, roughly characterized by the expression Foreign Law.

For Foreign Law, we provided two general groups, chosen by form criteria, namely, foreign law periodicals (no matter where published or in what foreign language), and *general* Foreign law treatises (those which do not deal chiefly with the law of a particular foreign country). For example, a book on the subject *obligations* in Europe (as distinguished from a book on the German law of obligations) would go in this group. All other foreign law books were to be grouped by political divisions and these political divisions were to be arranged alphabetically, regardless of their geographical location. The one exception was that Latin American countries were to form a separate alphabet. For example, there would be a division in which such geographically dispersed states as Albania, Abyssinia, China, France, Germany, and Switzerland would appear in alphabetical order, and a second division in which Latin-American states would be alphabetized, for example, Argentina, Brazil, Costa Rica, Cuba, and Mexico.

By the above method, we hoped that we had created on paper, groups of one kind or another, into which we could put every book likely to be found in any law library. We had not, however, provided a system of symbols, either to

* For a list of subject groups, see the Appendix I.

For a discussion of subject classification for law books, see post, p. 14.

** But all British overseas treaties and periodicals go with T (treaties) and P (Periodicals), respectively.

indicate the relation of these groups to each other, or to show how these groups should themselves be subdivided.

THE ARRANGEMENT OF CLASSES WITH RESPECT TO EACH OTHER

The first problem required us to decide whether we should try to weld our groups into a unified whole that would stand the test of scientific criticism, or whether we should build up our scheme according to our own sweet will, with a view only to practical results and convenience. To illustrate:—In the Dewey system, the ten groups of books numbered from 000 to 900, if arranged in that order, would be both in numerical sequence, and in what may be considered a logical order. We had never seen a library which for long retained the logical order of these groups, so that the three hundreds physically followed the two hundreds and so on. The groups were arranged with respect to each other in the library, according to convenience, or necessities of space. The exact location of groups in a library usually has to be indicated by a chart or guide. Why then stress the order or sequence of groups in our scheme? We decided not to do so, conceiving it to be of more practical importance to concentrate on the groups rather than upon the sequence of them with respect to each other. Nevertheless, we set down the names of the groups that had been decided upon, in something of a logical order, but without being much disturbed by scientific inconsistencies, and assigned to these groups in consecutive order decimal numbers from 00 to 90. This list and these numbers, we preserved for use in case they might be useful in making call numbers. The process was thought of chiefly as an exercise in classification making. But it had the advantage of making it fairly certain that we had thought of nearly every important subdivision or group of materials likely to be found in any law library. The scheme could be adopted, including its decimal symbols, by any library that chose to do so; it is, however, not included in the present article.

CLASS SYMBOLS

Having rejected the plan of logical sequence of groups to be shown by decimal numbers, or by any other symbols, and having decided that the actual location of groups should be shown in our library charts, nevertheless we still had to have symbols for our groups, so that call numbers could be made. For these major class symbols we chose sometimes letters, sometimes abbreviations of words, seeking always to select symbols that might have an obvious meaning to readers and staff, or be of mnemonic value. To illustrate briefly, S stands for Anglo-American statute law books, R for Anglo-American reports, FLP stands for Foreign law periodicals, Switz stands for Switzerland, and France (the whole word) stands for France.

SUBDIVISION OF CLASSES

But how should we subdivide our classes, and by what symbols indicate the subdivisions so that full call numbers could be made? For the subdivisions of

political divisions, (France, for example) we adopted the idea used in the Law Library of Congress, but we elaborated it extensively and used decimal numbers, so that the subdivision might be indefinitely expansive.* We assigned a number to every class of material for each state, even though in this library we did not plan to use some of the numbers. For example, as will be recalled, we group all Foreign law periodicals together in one alphabet, regardless of country of issue; under the symbol FLP. Nevertheless in our scheme for subdivisions of states we have a decimal number (05) which stands for periodicals, and which could be used if a library desired to put French periodicals, for example, under France. Illustrations of decimal numbers that we both have and use are the following: 14 (the decimal point before the number is not written, but is understood to be there) stands for Session Laws, 221 stands for Civil Codes, 36 stands for Reports, and 46 stand for Treatises. Whenever, in order that each book might have its own, unduplicated, call number, some other symbol was needed to complete the call number, we would use Cutter numbers, or dates, or a combination of the two.

The following are examples of call-numbers:

France)

14) means French session laws, 1908
1908)

France)

46) means a treatise on French law by Capitant, edition of 1921
C17)
1921)

For divisions of Anglo-American law, such as S (Statutes), which would naturally be sub-divided by political divisions, the scheme calls for using (1) two arbitrary numbers, 10 (United States) and 12 (British Isles), (2) abbreviations for the names of the states, and (3) the applicable decimal numbers (subdivisions for states) referred to above when discussing Foreign law. For example,

France)

14) means French session laws, 1908
1908)

Likewise

S10)

NY14) means Statutes, United States, New York, Session laws, 1908
1908)

S12)

E14) means Statutes, British Isles, England, Session laws, 1908
1908)

Other subject divisions, such as Bibliography, Trials, etc, were provided with arbitrary subdivision symbols. Some of the more difficult ones have not yet

* See Appendix II

been fully worked out, as for example Roman Law. For international law, as has been said, we decided to follow, in the main, the JX Library of Congress schedules.

In order that precise directions to cataloguers might be given in regard to the use of the general classification, its subdivision, and the making of call numbers, loose leaf books were provided in which there is a page for each heading of the classification. For each group, decisions as to method are recorded in this book as we go along. For example, if a cataloguer wishes to know how to classify a volume of session laws for Alberta, Canada, she can turn in her loose-leaf book to the page headed Canada, and find there the following:

Canada—Canada (Symbol)

Make call numbers by writing out *Canada* in full, followed by abbreviations for sub-states. Subdivide by number scheme of "Subdivisions for States". All Canadian treatises go in T. All Canadian periodicals go in P.

Example of call-number:—

Canada (Symbol for Canada)

A14 (Alberta, Session laws)

1906 (Date)

In this book she would find also, an alphabetical list of all symbols for chief groups (for example T equals Anglo-American treatises); an alphabetical list of political divisions and of the symbols for them; an alphabetical list of abbreviations to be used for American states; the complete list of Decimal symbols to indicate sub-classes of books under states (for example, 14 equals Session laws); and various other tables that have been found useful.

It would be impossible in a brief article to explain fully the whole classification scheme in all of its details.* Perhaps, however, enough has been said in the way of description of the Yale Law Library scheme. In criticising it, the fact should be remembered that we deliberately and not through lack of information, chose not to build up a logically perfect scheme on paper, and that we chose rather cumbersome class symbols deliberately, because we thought that they would be preferable in this library.

Experience in explaining our system of classification orally to visiting law librarians tells me that numerous questions immediately come to mind. I will try to answer some of them in advance.

1. Why did not you make your scheme primarily a subject classification rather than a form classification?

It would have been perfectly feasible to do so. We could, for example, have provided for a group of books on constitutional law into which all physically separable material relating to that subject for all countries of the world would have been gathered and subarranged according to a definite scheme indicated by symbols by means of which the call-numbers would be constructed. Such a class might contain as subdivisions, (1) the constitutions of all countries, (2) com-

* At the end of this article are given skeleton outlines of the scheme, with the letter and word symbols used in the Yale Law Library. It should be noted that number symbols could be substituted for the latter and word symbols, if a library preferred them.

mentaries on them, (3) treatises and constitutional histories, (4) periodicals relating chiefly to the subject, (5) constitutional decisions so far as published separately. Similarly there might have been groups on criminal law, real property, contracts, torts, workmen's compensation, or any other subject. By such means a large part of the material in law libraries could be rearranged with some benefit to persons interested in the study of particular subjects. The plan is applicable to law books just as it is to those on non-legal topics. In law, however, much of the most important material on the subjects indicated is not physically separable from other material with which it is published. In constitutional law, for example, the reader would still have to turn to the law reports, the statutes and the periodicals, all three of which must be retained as primary or secondary form groups. In them he would find material as large in amount, and quite as important as that contained in the subject group. In any case he would have to consult the subject catalogue, the digests and the periodicals indexes, to find all of the library's resources in constitutional law. No shelf arrangement can make the subject catalogue superfluous.

A more persuasive argument against predominance of the subject arrangement, however, is that most users of law libraries carry on their investigations within jurisdictional boundaries. The grouping by jurisdictions, which would be obscured by the subject arrangement, is important to them. If they had to make a choice, they would prefer having all books of a jurisdiction together, rather than all on a subject for all jurisdictions together. In our scheme, we have compromised between the two schemes. We have a limited number of general subject groups (at present, sixteen); and a division of the remaining material into major groups relating to Anglo-American, and to Foreign law. Anglo-American treatises and periodicals are contained in two large alphabetical form groups. Other material for the United States and the British Isles is subdivided into form groups (Attorney Generals' reports to Workmen's compensation reports) including Statutes and Reports. Material for the overseas British possessions is segregated by jurisdiction, each subdivided by form groups (but all British overseas treatises and periodicals go with T and P respectively). Foreign law begins with two general form groups, foreign law general treatises (those which do not relate primarily to one country) and foreign law periodicals. All other foreign material is grouped by jurisdictions subdivided by the number schemes of subdivisions for States.

Scientifically, therefore, the plan is faulty. It is not consistent with itself. For one class of material, one device is used, and for another, an entirely different device. The choice of device is made entirely on the basis of convenience.

What is convenience to a reader, depends on his method of work. The lawyer is accustomed to seek his material through digests and indexes. Legal literature is more completely and minutely indexed than is any other class of literature. Therefore the lawyer goes first to the indexes. Having there gotten his citations, he calls for specific books. These books, so called for, can be found more quickly if the arrangement is simple. Subject arrangements tend to become complex. The form arrangement subdivided either alphabetically or chronologically, is notoriously simple, and it corresponds usually to the scheme of citations which the reader gets from the digests and indexes.

The above are the reasons why we did not give more prominence to subject arrangement in our classification scheme. We hope, however, following out the traditions of law book publishing, to compensate for the disadvantage of form arrangement by supplying a dictionary card catalogue which will adequately supplement the published legal indexes.

2. Does the scheme provide a location and an unduplicated call number for every book in the library?

Yes, the scheme aims to be complete, or at least to be expansive to completeness, and it provides a separate call-number for every book in the library.

3. Is this a fixed, or a relative location scheme?

It is wholly a relative location scheme. Any group may be moved to any position in the library without changing call numbers. Physical location of groups will be shown by a chart or printed guide.

4. Do you plan to put call numbers on every book in the library?

No, we probably shall not use call numbers for most of the 30,000 books shelved in the Reading Room. As these will be chiefly Anglo-American reports, statutes, periodicals, etc. it will not be necessary to do so. But the scheme provides for call numbers for all of these, to be used if we wish to; and as a matter of fact we are using call numbers for periodicals shelved in the Reading Room.

5. What books will be provided with full call numbers according to the classification scheme?

Most of those shelved in our book-stacks.

6. How will you distinguish Reading Room books from stack books?

There will be a separate shelf-list for all books shelved in the Reading Room, and some distinctive symbol, such as a star, will be pasted on the outside of the books to indicate that they are Reading Room books and to aid in shelving.

7. What will you do when you wish to transfer a book from the Reading Room to the stacks?

Provide it with a call-number, transfer its shelf-list card from the Reading Room shelf-list to the stack shelf-list, and remove the star from the back of the book.

8. What will you do when you wish to transfer a book from the stacks to the Reading Room?

Put a star on the back of the book, and transfer the shelf-list card to the Reading Room file. The call number will not be changed; or removed from cards or books.

It is obvious, but perhaps worth saying in closing, that the scheme of law cataloguing and classification above described cannot successfully be used by amateur cataloguers. They must be well educated, be trained and experienced in library economy, have some aptitude for thinking in legal terms; and be imaginative and inventive as regards library devices.

APPENDIX I

I *Subject Groups*

(Symbols)	(Name of Class)
Ancient L	Ancient law
Bibl	Bibliography
Biog	Biography
Canon L	Canon law
H	History (non-legal)
JS	Judicial statistics
JX	International law
LE	Legal education
Libs	Libraries and Library economy
Medieval L	Medieval law
ML	Medical jurisprudence
Moham L	Mohammedan law
ML	Military, Naval and Martial law
Roman L	Roman law
SS	Social science
Trials	Trials

II *Anglo-American law*

(1) Form groups (United States and British Isles)

(Symbols)	(Names of Class)
AG	Attorney-General's reports
AP	Appeal papers
BA	Bar Association reports
CC	City charters and ordinances
CH	Congressional hearings
Const Conv	Constitutional conventions
D	Dictionaries
Dig	Digests (superseded)
Dir	Legal directories
Doc	Government documents
E	Encyclopaedias (superseded)
Forms	Form books
JC	Judicial Council reports
P	Periodicals (<i>All Anglo-American</i>)
PU	Public Utility Commission reports
Pam	Pamphlet collection
R	Court reports
S	Statutes
T	Treatises (<i>All Anglo-American</i>)
WC	Workmen's Compensation Commission reports

(2) Political Groups:

(a) Br ColBritish Colonies (alphabetically)
Antigua to Zanzibar

(b) (Dominions)

AustraliaAustralia
CanadaCanada
IndiaIndia
New Zealand ...New Zealand
S AfricaSouth Africa, Union of

III *Foreign Law*

(1) Form Groups

(a) FLGForeign law treatises not relating exclusively to our
country
(b) FLPForeign law periodicals

(2) Political Groups

(a) All foreign law states and colonies except Latin-America, using the
name of the political division, or an abbreviation for it, for the first
line of the call number, e.g. France.
(b) LALatin America
Under this symbol, all states of Latin America, to be treated as in
(1) For example La Mexico.

APPENDIX II

Subdivisions for States

(Decimal Symbols)

01Bibliography
05Periodicals
07Bar Association Reports
10General collected works (e.g. Sirey)
14Session laws
16Statutory Rules and Orders
18Collected laws (Compilations, revisions, etc.)
22Codes (collections)
221Civil codes
222Civil procedure codes
223Criminal codes
224Criminal procedure codes
225-239Other codes
24Court rules

26Laws on special subjects
28Constitutions
30Constitutional Conventions
32Miscellaneous statutory material
322City charters
323City ordinances
34Customs
36Court reports
40General digests and encyclopaedias
42Appeal papers
44Citation books
46Treatises
47Form books
48Dictionaries
50Legal directories
52Theses
54Attorney Generals' Reports
55Public Utility Commission Reports
56Legislative Hearings
57Workmen's Compensation Commission Reports
58House and Senate Journals
62Other government documents

APPENDIX III

Allocation of Groups to Reading Room and Stacks

I Reading Room

Reports

United States Supreme Court Reports

Lower federal court reports

State reports

National Reporter System

Selected Case reports

Subject reports

English, Irish and Scotch reports

Anglo-American periodicals

Statutes (Current)

American

English

Encyclopaedias (Current)

Digests (Current)

Dictionaries (Latest)

II Stacks

Division I Anglo-American (General)

AG

Forms

AP

JC

BA	JS
CC	LE
CH	P ¹
Const Conv	PU
D ¹	Pam
Dig ¹	R ¹
Dir	S ¹
Doc	T
E ¹	Trials
	WC

1 Except those shelved in the Reading Room

Division II British Overseas

British Dominions

Australia

Canada

India

New Zealand

South Africa

British Colonies

Alphabetically

Division III Foreign law

1. Subject groups

Ancient L

Canon L

Medieval L

Moham L

Roman L

2. General groups

FLG

FLP

3. Country divisions

Alphabetically by names of states

4. LA

Alphabetically by names of states

Division IV International law (JX)

Division V Non-legal

Biog

H

Libs

SS

President Parma: That was a very enlightening paper. If there are no questions any one wishes to ask Mr. Hicks, it would be well to look at this chart, if any one is interested, and ask Mr. Coffey some questions.

Mr. Small: Madame President — I desire to present an amendment to our constitution and by-laws. It relates to the term of office of the president of this association, limiting it to one year. There is nothing in the constitution and by-laws at the present time which regulates the number of terms the president may serve. However, it has become a law of custom and practice to give the president two terms. With the large and increasing membership and the wealth of ability, I think it but fair to give greater opportunity to a larger number who are amply able to fill the position who never would have an opportunity if the present practice was followed.

I propose an amendment to Section 9, of the constitution and by-laws by adding after the period (.) in the sixth (6) line of said section, the following:

“All the officers may serve at the will of the association except the president who shall not be eligible for reelection for any consecutive term.”

This is no reflection upon the system which has prevailed since the organization of the association, nor any individual serving, or who has served in the capacity as president, but rather, fairness to the large and increasing membership of the Association who have slight chance of being elected to the presidency. This amendment, if adopted, will give greater opportunity for the honors of service in that capacity. This amendment will lie over and be acted upon at our next annual conference.

President Parma: If there is no further business or suggestions, I will entertain a motion for adjournment.

Upon motion made by Mr. Small, and seconded by Dr. Wire, the meeting was adjourned at 4:25.

JOINT BANQUET

The Annual Joint Banquet of the National Association of State Libraries and the American Association of Law Libraries was held in the students' lounge of the new Sterling Law Buildings of Yale University, New Haven, Conn., on Thursday evening, June 25, 1931. Mr. George S. Godard acted as toastmaster.

After dinner, Prof. Hicks and Presidents Parma and Skogh greeted us, and Mrs. Henry J. Carr, who has an enviable conference attendance record, spoke.

Hon. William M. Maltbie, Chief Justice of the Supreme Court of Connecticut, gave the address of the evening. He spoke with profound feeling and eloquence on “Connecticut.”

Mr. Maltbie: I fear that I owe you an apology for addressing you so often either in absentia or in person. Your Toastmaster and I are so closely related, in place of birth, in heritage of tradition and manner of upbringing, in the pursuit of our vocations, in personal friendship and regard, that it would be difficult for me to refuse him any reasonable request; more difficult for the many courtesies and the great assistance he has extended to me. Aside from the pleasure which